

8 January 1969

MEMORANDUM FOR: Information Processing Coordinators:

IPC/OPPB

IPC/DDI

IPC/DDP

IPC/DDS&T

SUBJECT : Request for Information concerning Tape Files

1. The National Archives and Records Service is increasing its requirements related to the storage of magnetic tapes.

2. In the attached request they are seeking specifics concerning tape libraries, programs, data content, file arrangements, retention periods, and tape age. The Agency's Records Administration Officer discussed this survey with them. He finds they are endeavoring to gather information on data currently available in the Government and the type material that eventually will be sent to the National Archives or to the Federal Records Centers. They are primarily interested in covering the large tape files from Bureau of Labor, Internal Revenue, Census, Federal Reserve, and the like. They don't know what to expect concerning classified tapes in the military. They know the availability of those will be restricted but they still need to receive some volumes and general content ideas about them.

3. Since our Agency has its own Records Center and Archives, as of this moment we do not expect our tapes to be sent to Federal storage. Consequently, we will not be required to provide a response on Form No. 7036 attached. On the other (7025) they will expect a response with the unclassified information we can provide.


4. This problem is presented to the Agency coordinators for two reasons:

a. Your contributions for Form 7025 are requested.

b. The concern at National Archives about tape volume, location, and content should be a concern in our Agency Offices as well as in our Records Center. Much of the information on these forms should be recorded and studied by us and the Senior Records Management Officers in each Directorate for planning, improving, and protecting the Agency's magnetic tape collections.

5. Your consideration and response by 1 March will be appreciated.

STAT


Information Processing
Coordinator, DDS

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	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
STAT			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<input type="text"/> Chief, SSS		
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: STAT <input type="text"/> <p>The attached request for information about the Agency magnetic tape files will require action by the Agency Information Processing Coordinators. Therefore, here is a proposed draft of a memo to them from you.</p>			
STAT <input type="text"/>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="text"/> Chief, RAB			8 Jan 69
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